



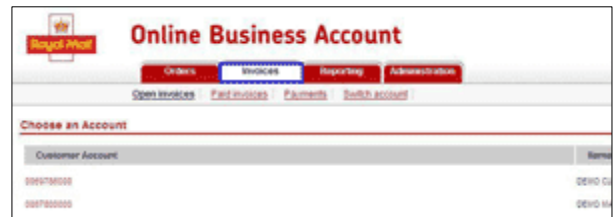
Online Business Account – Copy invoices

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We can always send you an invoice in the post to help you manage your account, but if you ever require another copy of an invoice for whatever reason, Online Business Account makes it easy for you to get one.

Select the invoices tab.

Choose the account number for the relevant invoice that you need a copy of. If you only have access to one account number you will not see this screen.



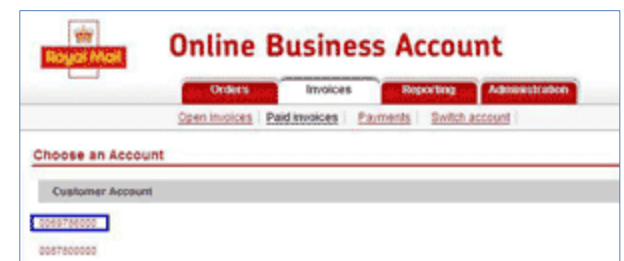
Choose either Open Invoices or Paid Invoices.

Open invoices are invoices that have not yet been paid. Paid invoices are either invoices that have been paid or, if you pay via Direct Debit, may be in the process of being paid – the status will change to 'processed' when the Direct Debit payment is taken.

You can search for either 'processed' or 'in process' invoices using the drop down status box within the 'Paid invoices' tab.



Select the account that the invoice is allocated to.



Click on the invoice number you need to print.

Invoice	Invoice Due Date	Invoice Amount
Invoice -903280579	Sep 4, 2010	GBP 9.74
Invoice -903024588	Sep 1, 2010	GBP 283.30
Invoice -9029842147	Aug 1, 2010	GBP 25.69
Invoice -9029645452	Jul 18, 2010	GBP 10,000.00

Another window will open displaying the full invoice details.

Scroll down to the bottom of the invoice.

Print the invoice and click on 'Close' to close down the window.